

## WAYS TO FIND AN EMPLOYER/SPONSOR

**UPDATE** your resume

**CONTACT** an Employment Ontario office for help with your resume and job search at 1-800-387-5656 or [feats.findhelp.ca](http://feats.findhelp.ca)

**USE** your personal network – talk to family and friends

**VISIT** trade associations and union offices to ask if they are hiring

**VISIT** places you would like to work, drop off your resume, talk to the manager and check their job postings

**POST** your resume on hiring websites such as:

- [hirewithconfidence.ca](http://hirewithconfidence.ca)
- [apprenticesearch.com](http://apprenticesearch.com)
- [ca.indeed.com](http://ca.indeed.com)

**NOTE:** You may need to move to another part of Ontario to go to school, complete your training or find the work you want



## MONEY FOR APPRENTICES

Government grants, loans and other incentives may be available for registered apprentices, such as:

- > Apprenticeship Incentive Grant
- > Interest-free loans and tax deductions for tools
- > Employment Insurance, loans or grants for full-time technical training
- > Apprenticeship Completion Grant or Bonus

## LEARN MORE

Ontario College of Trades at [collegeoftrades.ca](http://collegeoftrades.ca)

Employment Ontario at 1-800-387-5656 or [feats.findhelp.ca](http://feats.findhelp.ca)

Grants and Loans at [ontario.ca/page/start-apprenticeship](http://ontario.ca/page/start-apprenticeship)

For other supports and resources for apprentices and tradespersons search [canada.ca](http://canada.ca)

In some trades a **RED SEAL** designation allows tradespersons to work across Canada. See [red-seal.ca](http://red-seal.ca)



## WHAT IS REQUIRED TO BECOME CERTIFIED IN A TRADE?

- GET HIRED** by an employer/sponsor
- APPLY ONLINE** to register as an apprentice at [ontario.ca/page/start-apprenticeship](http://ontario.ca/page/start-apprenticeship)
- SIGN A TRAINING AGREEMENT** with your employer/sponsor and the Employment Ontario apprenticeship office
- BECOME A MEMBER\*** of the Ontario College of Trades Apprentices Class at [collegeoftrades.ca/membership](http://collegeoftrades.ca/membership)
- KEEP A RECORD** of the hours you work
- ACHIEVE THE COMPETENCIES** listed in your Training Standard if required in your trade
- COMPLETE ALL** of the training requirements in your trade and you will receive a Certificate of Apprenticeship (C of A)
- WRITE THE EXAM\*** for the Certificate of Qualification (C of Q) if required in your trade



**CONGRATULATIONS!**  
You are now a Certified Tradesperson!

\*Fees apply



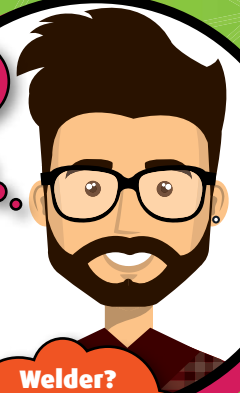
This brochure is presented by the following partners:

- Cambrian College
- Collège Boréal
- Employment Options Emploi
- Greater Sudbury Chamber of Commerce
- Northeastern Ontario Construction Association
- Rainbow District School Board
- Workforce Planning for Sudbury & Manitoulin
- YMCA of Northeastern Ontario, Employment and Immigrant Services

## BECOMING A TRADESPERSON IN ONTARIO...

### What You Need to Know!

Electrician?  
Brick & Stone  
Mason?  
Automotive  
Painter?

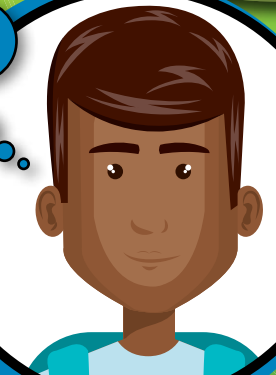


Welder?  
Chef?  
Small Engine  
Technician?



GET PAID  
WHILE  
LEARNING  
A TRADE

Hairstylist?  
Steamfitter?  
Carpenter?



**150+**  
TRADES TO  
CHOOSE  
FROM

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## WHAT IS AN APPRENTICESHIP?

It is **TRAINING** that teaches you **SKILLS** to be successful in a **TRADE**






10-20%  
of training is  
IN CLASS or ONLINE

80-90%  
of training is  
ON THE JOB

In-class or online training takes place through a **COLLEGE, UNION OR PRIVATE TRAINING CENTRE**

Depending on the trade it takes 2-5 YEARS to complete an apprenticeship

## GOOD REASONS TO LEARN A TRADE

-  You get paid while learning your trade
-  You develop your skills and see the results
-  You can become a supervisor, manager or trainer; you can even start your own business

## WAYS TO BECOME AN APPRENTICE

YOU CAN ENTER THE APPRENTICESHIP PROGRAM IF YOU...

OR

YOU CAN EXPLORE THE TRADES IN HIGH SCHOOL AND...

OR

YOU CAN ATTEND A COMMUNITY COLLEGE OR OTHER APPROVED TRAINING CENTRE FOR...

- Know what trade you want
- Meet the educational requirements of your chosen trade
- Find an employer/sponsor to register you as an apprentice
- Are at least 16 years old

- Participate in school tours to employers and colleges
- Take a co-op placement in a trade
- Register as an apprentice through the Ontario Youth Apprenticeship Program (OYAP). Learn more at [oyap.com](http://oyap.com)

- Academic upgrading
- Pre-Trades and Pre-Apprenticeship programs
- Co-op Diploma Apprenticeship programs

### WANT TO KNOW MORE?

- Talk to people who work in the trades
- Consider your skills and interests
- Find out what education is needed

### MORE APPRENTICESHIP INFORMATION

- Ontario College of Trades at [earnwhileyoulearn.ca](http://earnwhileyoulearn.ca)
- Skills Canada & Canadian Apprenticeship Forum at [careersintrades.ca](http://careersintrades.ca)
- Careers in Mining at [mihr.ca/careers](http://mihr.ca/careers)
- BuildForce Canada at [careersinconstruction.ca](http://careersinconstruction.ca)

### NEED MORE EDUCATION?

- Upgrade through a school board, a college or other training agency
- Contact an Employment Ontario office at 1-800-387-5656 or [feats.findhelp.ca](http://feats.findhelp.ca)



**AN APPRENTICESHIP OFFICIALLY BEGINS ONCE YOU SIGN A TRAINING AGREEMENT with your employer/sponsor and the Employment Ontario apprenticeship office!**